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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: July 17, 2003
RE: Data Sent to OA/Accounting by State Agencies

The Office of Administration/Division of Accounting (OA/Accounting), has recently reorganized. Due to this reorganization, we are issuing this memorandum to clarify how certain information should be sent to OA/Accounting in the future. In some cases, the routing will remain the same and in some cases a change of routing is necessary to ensure the proper staff is reviewing agency requests.

Below is a listing of the mailboxes and user ids that your agency staff will need to use to send requests to OA/Accounting. If something is not included in the below email address, please send it to OASAMIIAccounting@mail.oa.state.mo.us.

The staff monitoring the OASAMIIAccounting mailbox will ensure that your request is routed to the proper staff within OA/Accounting. OA/Accounting will also let you know if future requests must be sent to another user id or mailbox at that time.

The routing of specific requests as identified below or in future correspondence from OA/Accounting must be sent to the specified user id or mailbox. Requests sent by agencies to OA/Accounting to an incorrect user id or mailbox will be returned to the sender with a note to resubmit to the correct user id or mailbox.

Please inform any agency staff responsible for sending the below documentation to OA/Accounting of these changes.

OASAMIICentralAcct@mail.oa.state.mo.us

Non-sufficient Funds (NF)
Journal Voucher (JV)
Receivable (RE)
Receivable Modification (RM)
Fixed Asset Reorganization (FARO) table transfer information
Cash Receipt (CR) (Revenue/Receivable Corrections Only)

OASAMIIAccounting@mail.oa.state.mo.us

Job Schedule Requests
FAIT table upload information
REPV table upload information
PUNR receivable write off requests
E vendor set up justification requests
Agency Customer Service Desk Questions
(Agency designated ACSC Agency Representatives use only. Other individuals must contact their ACSC Agency Representative for assistance.)

OASAMII COA@mail.oa.state.mo.us

Chart of Accounts Table Maintenance Requests submitted via email

OK099 (User id)

Customer file (additions, changes, deletions)
BPRO (additions, changes, deletions)

OK100 (User id)

Vendor file additions*

*Note: Vendor file changes and deletions are to be faxed to OA/Accounting at (573) 526-9813.

OK103 (User id)

Chart of Accounts Table Maintenance Requests submitted using ad hoc routing of tables.

These changes are effective immediately. If you have any questions in regards to the above information, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting if assistance is needed.